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**NON-REFUNDABLE \$10.00 APPLICATION FEE REQUIRED**

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**WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION**

**announces**

**OPEN COMPETITIVE EXAMINATION**

**for**

**ADMINISTRATIVE ASSISTANT**

**STATE NO. 65453**

**APPLICATIONS ACCEPTED TO: MARCH 16, 2016**

**LOCAL NO. 1990**

**EXAMINATION WILL BE HELD: APRIL 23, 2016**

**LOCATION/VACANCIES:** This examination is being held to establish an eligible list to be used as vacancies occur in any agency administered by Warren County Civil Service.

**SALARY:** Varies by location.

**RESIDENCE:** Candidates must have been legal residents of Warren or a contiguous County for at least four months immediately preceding the date of the exam.

**DUTIES:** (illustrative only)

Assists in the formulation of policies and procedures for the administration of various programs;

Assists in planning and administering in-service training programs for staff in office methods and procedures and other non-technical fields;

Plans and supervises the collection, tabulation and analysis of statistical and financial data;

Supervises and expedites the preparation of reports and the maintenance of records;

Reviews incoming mail and answers general correspondence;

Interviews applicants for work and advises superiors on hiring and related personnel matters;

Orients and trains new employees;

Participates in professional conferences and training programs;

Explains department or agency functions and activities at meetings with civic groups and community organizations;

Maintains and updates personnel files including employee history records;

Conducts inventory and establishes control system for all agency equipment;

Processes termination and unemployment reports;

Establishes policies and devises new forms for attendance records including vacation, sick leave, and absence reports;

Supervises assigned clerical staff;

Performs related work necessary for the efficient execution of administrative functions of the department.

**MINIMUM QUALIFICATIONS:** (see general instructions and information) Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one year of secretarial experience which shall have included supervision of subordinates; or

(b) Graduation from high school or possession of a high school equivalency diploma and five years of secretarial experience which shall have included supervision of subordinates; or

(c) An equivalent combination of experience and training as defined by the limits of (a) and (b) above.

**SUBJECT OF EXAMINATION:** Written test designed to test for knowledge, skills and/or abilities in such areas as:

1. Clerical operations with letters and numbers

2. Office management

3. Office record keeping

4. Preparing written material

5. Supervision

6. Understanding and interpreting written material

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm)

**NOTE:** An expanded description of the subjects of the examination is available for review upon request from the Warren County Department of Civil Service.

**NOTE:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, Spell Checker, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are PROHIBITED. No books or reference material will be allowed into the examination site. A calculator or slide rule may facilitate the performance of routine calculations but is not necessary to answer questions on this examination.

**HOW TO APPLY:** Applications and information may be obtained from the Warren County Department of Civil Service, or from the web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice). We will only accept applications during the examination posting period. Because of the imposition of an application fee, it is no longer possible to accept applications other than during the scheduled period. Time and place of the examination will be mailed, to candidates whose application has been approved, one week before examination date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

**APPLICATION FEE:** New York State Civil Service Law requires our Office to collect an examination fee. To be considered for this examination, you must enclose with your completed application the appropriate fee. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

**Application Fee Waiver:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

**Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and physically-challenged candidates who require special accommodations to take the test should indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**NOTE:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**NOTE:** Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and submit a copy of their Form DD-214 with the completed application for examination. This information may be submitted at any time between the date of application for examination and the date of the establishment of the eligible list. Applications and information for veterans credit s may be obtained at the Warren County Department of Civil Service.

#### **GENERAL INSTRUCTIONS AND INFORMATION**

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved.
4. Where a degree is required for minimum qualification, **DO NOT SEND TRANSCRIPT UNLESS REQUIRED ON THIS ANNOUNCEMENT.**
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice). Probable examination series, which would have more frequent examination, include but are not limited to: clerical, accounting, social services, and uniformed services. It is strongly recommended that all potential applicants continuously review postings on our web site. Candidates will NOT be notified should eligible lists expire within the four-year period.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70. Background checks may be required for appointment.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.

**NOTE:** If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date if you have questions please contact Warren County Civil Service at (518) 761-6440.

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

**ISSUED: FEBRUARY 10, 2016**

**PATRICIA C. NENNINGER**  
**PERSONNEL OFFICER**  
**MUNICIPAL CENTER**  
**1340 STATE ROUTE 9**  
**LAKE GEORGE, NY 12845-9803**

**WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

View all examination announcements on line at: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice)